



Western Health

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# Memorandum

To: All Research Stakeholders  
From: Prof Edward Janus  
Date: 11 February 2015  
Subject: **NAME CHANGE & SITE RELOCATION – THE IMPACT ON RESEARCH ACTIVITIES AND RESEARCH GOVERNANCE REQUIREMENTS UPDATE**

We write to inform all staff and research stakeholders that submission requirements for the name change and relocation of wards/departments from Footscray Hospital to Sunshine Hospital have changed since the initial memo dated 23 September 2014 from Dr Tam Nguyen.

Please disregard the previous grace period submission requirements for name change and relocation changes.

## **NAME CHANGE**

Western Hospital changed its site name to Footscray Hospital, effective 01 October 2014. Researchers/sponsors are now advised to submit revised documents (for name change) the next time you make any amendments to your project.

The Approving Authority and Institution name remain Western Health and address remains unchanged.

We confirm that the name change has no legal implications for clinical research activity at Footscray Hospital as noted in the Memo sent by the Chief Executive (Alex Cockram) dated 30 October 2014 which explains the change and confirms the legal stance [here](#).

Please note this name change does affect Research Governance, specifically the Clinical Trial Notification (CTN) Forms, and Western Hospital site specific Participant Information and Consent Forms (PICFs) for currently open studies.

Detailed requirements can be found on the Western Health Office for Research [website](#).

## **SITE RELOCATION**

Researchers or sponsors are advised to submit revised documents to the Office for Research when relocation has been confirmed or established.

We confirm that the re-location has no insurance and indemnity legal implications for continuing clinical research activity for departments relocating to Sunshine Hospital, the following insurance and indemnity policies are not affected:

- Medical Indemnity
- Professional Indemnity
- Public and Products Liability
- Directors and Officers Liability
- Industrial Special Risks (which includes Property)

This relocation affects Human Research Ethics Committees (HRECs), Research Governance, Clinical Trial Research Agreements (CTRAs), Clinical Trial Notification (CTN) Forms, and Western Hospital site specific Participant Information and Consent Forms (PICFs) for currently open studies.

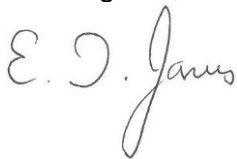
Detailed requirements can be found on the Western Health Office for Research [website](#).

Thank you for your patience and understanding through the new changes occurring at Western Health.

**HAVE ANY QUESTIONS?**

We appreciate that these changes may generate further questions. Please feel free to contact the Office for Research on 8395 8074 or at [ethics@wh.org.au](mailto:ethics@wh.org.au).

Kind regards,

A handwritten signature in black ink that reads "E. J. Janus". The signature is written in a cursive style with a large, looping flourish at the end of the name.

Prof Edward Janus  
Director of Research, Western Health Office for Research

Email: [ethics@wh.org.au](mailto:ethics@wh.org.au)